# Communications workshop

#### Computing Systems Week, Stuttgart, 26 October 2017

09:00-09:20 **Welcome and ice-breaking session**

09:20-10:40 **Communication officers’ presentations**

* Introduction to project or organization
* How communications work is organized (e.g. the responsibility of one person or various partners)
* Main communication objectives for your project/department
* Principal target audiences
* Communication channels and activities
* How you measure impact
* Collaboration: how would you like to work in partnership with the other participants? What do you expect from this collaboration? What can you offer?

10:40-11:00 **Coffee break**

11:00-11:20 **Common Dissemination Booster** presentation

11:20-11:30 **Question and answer session**

11:30-12:15 **Experiences**

Each participant writes the following on separate post-its and posts them on the wall:

* The best tool or resource you’ve found
* The greatest challenge you’ve faced
* An achievement you were particularly proud of
* A rookie error which you can laugh about now

Group discussion about the responses.

12:15-12:30 **Conclusions and future plans**